

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K103565	10. Budget Program Number 629-25115		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist 1073K2			
3. Division Family Services			12. Proposed Class Title			
4. Section Economic and Employment Services	For Use By Personnel	13. Allocation				
5. Unit Food Distribution		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	Office	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:				
						Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Lori Slusser	Public Service Administrator III	02-05-00-009
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Lori Slusser	Public Service Administrator III	02-05-00-009
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The work is performed with direction from the supervisor and other managers. Deadlines are stated and work assigned with minimal supervision. Work is assigned orally and in writing with a description of outcomes desired. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1 30%	<p><u>ADMINISTRATIVE MANAGEMENT SUPPORT</u></p> <p>Provides administrative support to EES program administrators and program staff to ensure efficient operation of the programs and units supported. This is achieved by the following tasks:</p> <ul style="list-style-type: none"> • Develops correspondence, agenda, and materials including administrative and public reports. • Operates personal computer and uses specialized software. • Makes travel arrangements including hotel and transportation and acquiring out-of-state travel approval and reservations. • Maintains appointment schedules for staff. • Schedules meetings and conference rooms. • Produces defined statistical reports. • Gathers data and prepares reports. • Prepares purchase orders, vouchers, bills and related forms to approve merchandise and/or reimbursements or payments for goods and services including travel expenses. • Provides administrative support for meetings and prepares formal meeting minutes. • Handles phone calls, providing accurate information and routing to appropriate staff. • Opens and sorts mail twice daily for EES staff; delivers mail to assigned staff. • Prepares and sends mailings, e-mail, and fax information for staff. • Performs other support functions, such as assisting with automation and updating of procedures and filing. • Provides backup reception desk responsibilities and phone coverage.
2 60%	<p><u>ADMINISTRATIVE SUPPORT SPECIFIC TO FOOD DISTRIBUTION</u></p> <ul style="list-style-type: none"> • Coordinates the distribution and entry of monthly food order forms for SKFB, NSIP, and CICP commodity programs. This includes updating order form information, updating foods available, mailing, tracking orders, and entering orders on the F&A Food Ordering system. • Enters and tracks food ordering history on spreadsheets maintaining an accurate, perpetual inventory for SKFB and CICP. Reconciles the inventory monthly to insure accuracy. • Processes TEFAP reimbursement requests which includes entering data on spreadsheets, preparing Purchase Requisitions, letters of payment, and sending e-mail to TEFAP coordinators. • Follows up with sites on SKFB and CICP orders, insuring that all essential orders have been received and entered. • Maintains multiple data tracking spreadsheets for all programs. • Maintains contact lists of the TEFAP organizations and maintains current master contact lists for the five commodity programs and various other critical contact data. • Enters shipping contact changes on the F&A Food ordering system and commodity order forms. • Responds to inquiries regarding SKFB and CICP commodity orders. • Coordinates mailing of materials to field organizations. • Annually sends dated files to warehouse keeping current year plus one year, and prepares new files. • Prepares requests for reimbursement including the shipping and warehousing payments using the correct PCA and funding codes. Logs and tracks all payments. Works with payables when payment errors and timeliness issues occur to insure payments are paid correctly and timely. • Enters receipt of food shipments on WBSCM.

3 10%

SPECIAL PROJECTS AND BACKUP SUPPORT

- Performs special projects for program administrators and managers.
- Serves as backup to other EES support staff functions as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of not performing the essential functions of this position are significant. Mistakes could go undetected which could cause major problems with the overall functioning of the projects and programs involved. Participating organization could not receive the payments or their commodities orders as intended. This could result in loss of participating organizations.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with other employees and regularly with regional staff, other state agencies, soup kitchens, institutions, elderly feeding sites, voluntary organizations, food banks, USDA staff, subcontracted shipping/warehouses, vendors, customers, and the public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible stress related to meeting deadlines for work products. Many beginning of the month deadlines. Occasional lifting of up to 40 lbs may be necessary for the assistance in distributing commodities. There may be visual and physical discomfort from using computer equipment, pulling case files, repetitive activities such as folding letters for mailings, and providing other types of office support work.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

See Class Specifications

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities
Experience with WORD and EXCEL software including the ability to create forms, tables, spreadsheets , pivot tables, and be comfortable with the use of spreadsheet links.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date